

## VI. UNDERGRADUATE CURRICULUM DEVELOPMENT (May 2002)

It is the authority of the faculty to develop undergraduate curricula, approve all curricular offerings of the institution, and establish ways to evaluate the effectiveness and currency of the undergraduate curriculum.

### A. Undergraduate Curriculum Development Procedure

Undergraduate Curriculum suggestions and recommendations for all additions or deletions of course and/or programs may originate from any group or individual, but must be submitted by the Chairperson(s) of the department(s) primarily involved in the change. Undergraduate curriculum proposals will utilize one of two processes: an Undergraduate Curriculum Committee (UGCC) review process for more expansive course and program changes (Primary) and an expedited process for minor course and program changes (Secondary).

Secondary course and program changes, like those involving the changing of a course's semester offerings or title, may be submitted at any time after June 1; however, for inclusion in the next AY catalog, the proposal must have completed the process by January 15 of each AY. Secondary course and program changes are approved on the departmental level, shared with affected and interested departments and the UGCC chair, the Registrar's Office, and reviewed by the appropriate Dean. If the Dean, in discussion with the UGCC Chair or affected departments, finds that the ramifications of the proposed curriculum changes are greater than originally supposed by the proposal originator, the proposal will be forwarded for evaluation by the UGCC. Once the Dean's evaluation is complete, the catalog and Banner changes will be included with this cycle's approved Primary curriculum proposals without further review by the UGCC, the Faculty Senate, GAC, or the President.

Primary course and program changes, including those adding new courses or programs, will follow the UGCC timetable for submission in order that the curricular process can move smoothly from design to implementation. Primary course and program changes are approved on the departmental level, shared with affected and interested departments, reviewed by the college Deans, and evaluated by the UGCC before presentation to Faculty Senate and Governance Advisory Council (GAC).

Time Schedule for Primary course and program development:

End of the fourth week of classes of summer school, 4:00 p.m. Department chairs post their completed curriculum to the UGCC folder on the O-Drive, including all necessary attachments/hyperlinks. The department chair(s) will send a summary of each proposal's title and pertinent details by e-mail to all department chairs,

any other affected groups, the Registrar's office, the UGCC Chair, both College Deans, and the Office of Academic and Student Affairs. Affected Departments and individuals shall have at least 30 days to review the proposal and respond to it online.

End of the eighth week of summer school, 4:00 p.m. (1) Affected departments have completed their portion (Section IV.B.) of the Curriculum Form. Failure to respond to the proposal, either in the affirmative or negative, will be regarded as a neutral vote on the proposal by UGCC in its deliberations. (2) A representative from the Registrar's office will respond to the proposal (Section IV. C.).

Friday before Faculty Plan Days, 4:00 p.m. The Deans will conclude their review of each curriculum proposal and complete Section IV.D. of the Curriculum Form, indicating their support for the proposal.

Second Friday of classes for the fall semester. The UGCC will organize the subcommittees and assign each to review particular departments' proposals. A timetable for review is established and departments are notified of when their proposals will be reviewed.

One week before the first reading of a department's proposals. Subcommittees will review each item in the department's proposals and meet with the department to discuss the packet. The subcommittee will check curricular constraints by completing Section VI of the Curriculum Form for proposals that add a program or change the number of credit hours in a program. The subcommittee will also ensure that the forms and all the necessary attachments are complete for the full UGCC Review. Two weeks after a department's proposals have been reviewed and voted on by the UGCC. The Department Chairs will incorporate any required changes into the forms and attachments and prepare a final summary of the department's proposals for inclusion in the Faculty Senate and GAC reports that the UGCC Chair prepares. The Subcommittees will complete Section VII. of the Curriculum Form. The UGCC Chair will prepare the final report of the changes for presentation during the December meetings of the Faculty Senate and GAC.

During the review process, the proposal submitters may change, add, or delete proposal items if recommended to do so by the reviewing subcommittee. Not all Primary course and program changes will be discussed by the full UGCC, some proposals will be facilitated through the process by Executive or Subcommittee review only. Proposals reviewed by the full committee will generally require two readings/reviews before a committee vote is taken on the proposal.

In addition, under extreme circumstances, the Provost and Vice President for Academic and Student Affairs may call a special session of the Undergraduate Curriculum Committee to review proposal packets during the spring semester. (July 1992)(April 1994)

Unless an informational report, all proposals from one department or program are to be posted to the UGCC folder on the O-Drive in the department's folder using the Curriculum Proposal Form provided by the UGCC. If the proposal requires Coordinating Board approval, those forms must also be completed and posted with the proposal. (April 2001)

All originators should make every effort to analyze the need, population to be served, immediate cost factors, how other programs or departments are affected, and the long-range view of the proposed change or addition. This analysis should be done well in advance so the coordination among affected departments and/or programs can be accomplished. These coordination efforts must be accomplished prior to evaluation of the proposal by the UGCC. Proposals which have not been shared with the affected department(s) (Section IV.B. of the form) will not be accepted by the Undergraduate Curriculum Committee. "Affected departments" are those departments that require or have an elective a course from the originating department.

Before evaluation by the UGCC, the appropriate department chairperson and Dean of the College must review the proposal, making their remarks in support of or in opposition to the proposal. The Dean of the College or department chairperson must then either allow UGCC evaluation or return it to its originator accompanied by remarks. If returned the originator may: a) alter the proposal under consideration, b) withdraw the proposal or c) allow the UGCC to evaluate the proposal with all statements of support and/or opposition by the Dean of the College and department chairperson. (April 1994) (July 1995) (March 1997)

All Primary proposal packets will be assembled the first Monday after Labor Day on the UGCC folder on the O-Drive, to be available for review by the UGCC members and the faculty at large. Any significant changes in the proposal made during the UGCC's evaluation process must be submitted to the Dean of the College for approval by the appropriate Dean of the College prior to a final vote of acceptance/rejection by the UGCC. The UGCC will submit an informational report of all Primary curriculum proposals to the Faculty Senate prior to making a written recommendation to the Governance Advisory Council (GAC). Along with the recommendation will be the rationale and justification for the committee's action. The GAC will submit their recommendation to the President for final action. After the review cycle, a digital copy of all the AY proposals will be housed in the Office of Academic and Student Affairs. (July 1986) (April 1994)

In the event that a proposal item which proposes a new major, minor or associate program or introduces changes to such a program has successfully proceeded through the UGCC, the Faculty Senate, and GAC, but cannot be implemented in the following catalog due to budget/staffing constraints or DHE action, the proposal will be allowed a one-year grace period for implementation without having to be re-submitted at the beginning of the approval process. The approval of all other proposals is valid for only the next catalog cycle, so that if the change

is not implemented in the next catalog, it will have to be re-submitted as a new proposal in the next curriculum development cycle. General studies course changes automatically have a one-year grace period to allow completion of the general studies approval process.

#### B. Undergraduate Curriculum Development Timetable

Date	Responsible For Action	Action
End of the fourth week of classes in summer school, 4:00 p.m.	Proposal Packet Originators (Department Chairs)	Post completed Curriculum Form and all necessary attachments to the UGCC folder on the O-Drive and send an email to all department chairs, any other affected groups, the UGCC Chair, both academic deans, and the Office of Academic Affairs. The email must include a list of each proposal's title and the affected departments listed in Section IV.B. of the proposal.
End of the eighth week of classes in summer school, 4:00 p.m.	Affected Departments	Affected departments must complete their portion (Section IV.B.) of the Curriculum Form.
		A representative from the Registrar's office will respond to the proposal. (Section IV.C.)
Friday before Faculty Plan Days, 4:00 p.m.	Dean of the College	The Deans will complete Section IV.D. of their college's Curriculum Forms.
Second Friday of classes for the fall semester	UGCC	Organizes subcommittees and assigns each to review particular departments' curriculum proposals. A timetable for review is established and departments are notified of when their proposals will be reviewed.
One week before the first reading of a department's proposals	Subcommittees	Review each item of the curriculum proposal and meet with the department to discuss packet. Review of Section VI. for proposals that add a program or change the number of credit hours in a program. Ensure that the forms and attachments are complete for the full UGCC review.
Two weeks after department's proposal has	Proposal Packet Originators (Department Chairs)	Incorporate any required changes into the forms and attachments. Prepare a summary of the department's proposals and email it to UGCC Chair for

been reviewed and voted on by the UGCC		inclusion in report to Faculty Senate and GAC.
	Subcommittees	Complete Section VII. of the Curriculum Form.
	UGCC Chair	Prepare report for the December meetings of Faculty Senate and GAC